

### What You Should Know about Building Permits

#### Does your project require a permit?

Whether you're requesting construction or installing a new workstation, you may need a permit before any work is started. If you are unsure, please see below or call Washington Area Service Center (WASC) on 202-720-6858 for South and Whitten Building or the Customer Service Center on 301-504-1776 for GWCC.

#### You will need a Building Permit for:

- \* New Construction / Renovations
- \* Furniture Installation
- \* Network / Telephone Cabling
- \* Carpet and/or Floor Covering
- \* Demolition
- \* Space Alterations
- \* Moves and/or Relocations
- \* Excessing of bulk furniture
- \* Supplemental Heating, Ventilation, and Air Conditioning
- \* Alterations to Utilities
- \* Supplemental Plumbing
- \* Hazardous Material Abatement
- \* Decorations & Displays in Common/Public Space

#### You may need a permit for Common Space:

- \* Furniture placed in Hallways and/or corridors
- \* Promotional/Advertisement Display and/or Set-ups

#### Process for Applying for Building Permit:

To obtain an application, please visit the Washington Area Service Center in room S228 for South and Whitten Bldgs, or the Customer Service Center in room Bldg 1-L108 for GWCC, or on the web at [www.usda.gov/oo/bldgservicetest.html](http://www.usda.gov/oo/bldgservicetest.html). Complete required section and obtain the necessary signature. Submit the application and you will be assigned a Tracking number. You will need this number when requesting status.

#### What should be included with your application:

Depending on your proposed work, you may need to provide scaled plans, specifications, sample signage, etc. You may consult with the Washington Area Service Center for guidance

#### Estimated time for Issuance:

The estimated time for issuance of your permit, may take 3 to 5 business days. Depending on the proposed work, it could take up to 2 weeks. During proposed work, the permit must be posted at the location at all times.

#### For additional information and guidance

You may contact the Washington Area Service Center on 202-720-6858.



John Crew, Director  
Office of Operations



United States Department of Agriculture  
Office of Operations

Building Permit Application

		Control Number:												
<b>(A) ALL APPLICANTS MUST COMPLETE THIS SECTION</b>														
1. Requesting Agency:		2. Application Date:												
3. Location of Proposed Work: <i>(Building &amp; Room(s))</i>		4. Point of Contact (POC):												
5. POC Phone Number:	6. POC Room Number:													
7. Type of Proposed Work: <i>(Check all applicable boxes)</i> <table border="0"><tr><td><input type="checkbox"/> Space Alteration</td><td><input type="checkbox"/> Furniture Installation <i>(please provide scaled plans)</i></td><td><input type="checkbox"/> Common/Public Space</td></tr><tr><td><input type="checkbox"/> New Construction / Renovation</td><td><input type="checkbox"/> Electrical    <input type="checkbox"/> Network / Telephone</td><td><input type="checkbox"/> Hazardous Material Abatement</td></tr><tr><td><input type="checkbox"/> Demolition</td><td><input type="checkbox"/> Plumbing</td><td><input type="checkbox"/> Other (Please Describe)</td></tr><tr><td><input type="checkbox"/> Supplemental HVAC</td><td><input type="checkbox"/> Floor Covering <i>(carpet, tile, wood, etc)</i></td><td></td></tr></table>			<input type="checkbox"/> Space Alteration	<input type="checkbox"/> Furniture Installation <i>(please provide scaled plans)</i>	<input type="checkbox"/> Common/Public Space	<input type="checkbox"/> New Construction / Renovation	<input type="checkbox"/> Electrical <input type="checkbox"/> Network / Telephone	<input type="checkbox"/> Hazardous Material Abatement	<input type="checkbox"/> Demolition	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other (Please Describe)	<input type="checkbox"/> Supplemental HVAC	<input type="checkbox"/> Floor Covering <i>(carpet, tile, wood, etc)</i>	
<input type="checkbox"/> Space Alteration	<input type="checkbox"/> Furniture Installation <i>(please provide scaled plans)</i>	<input type="checkbox"/> Common/Public Space												
<input type="checkbox"/> New Construction / Renovation	<input type="checkbox"/> Electrical <input type="checkbox"/> Network / Telephone	<input type="checkbox"/> Hazardous Material Abatement												
<input type="checkbox"/> Demolition	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other (Please Describe)												
<input type="checkbox"/> Supplemental HVAC	<input type="checkbox"/> Floor Covering <i>(carpet, tile, wood, etc)</i>													
8. Description of Proposed Work <i>(include: scaled plan, vendor/contract name, LAN/IT Requirement if applicable. Use reverse side if necessary)</i>														
9. Existing Use(s) of Space:	10. Proposed Use(s) of Space:	11. Will furniture be excessed?												
		12. Can proposed work be done after-hours?												

<b>(B) FOR USE OF COMMON/PUBLIC SPACE ONLY</b>		
13. Location of Proposed Use:		14. Type of Use:
15. Purpose of Use:	16. Type of Use:	17. Period of Use: <i>(start date / end date)</i>

<b>(C) FINANCIAL AUTHORIZATION(s)</b>	
18. Please Provide Funding Code:	

**(D) APPLICANTS SIGNATURE**

I herby certify that I am the authorized agency official to request the above work, and plans are complete to the best of my knowledge, that if a permit is issued the proposed work will conform to the description identified in block #8 of this application.

Agency Designated Official

Printed Name of the Designated Official

Date:

_____
_____
_____